

QUARTERLY PROGRESS REPORTS
FOR

DISCRETIONARY GRANTS

OFFICE OF SPECIAL INITIATIVES AND
DEMONSTRATIONS

Presenters: Lovie Thompson and Adrian Barrett
Discretionary Grants Forum – April 15-17, 2009



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR



Purpose of Workshop

- Review the quarterly reports required for performance reporting requirements.
- Cover expectations for the Quarterly Progress Reports (QPRs).
- Discuss performance measures specific to discretionary grantees progress reports.





Reporting

- Three Types of Reports:
 - Financial - quarterly
 - Performance - quarterly
 - Final - end of grant period

- Reports can be used as management tools for continuous improvement to your program operations.



Quarterly Reporting Schedule

<u>Quarter</u>	<u>Period Covered</u>	<u>Due to FPO</u>
1	Jan 1- Mar 31	May 15
2	Apr 1-Jun 30	August 14
3	Jul 1- Sep 30	November 14
4	Oct 1-Dec 31	February 14

Please Note: The Financial/Progress reports are due no later than 45 days after the end of each calendar year quarter. Should the due date of the report fall on a Saturday or Sunday, the report is due on Friday.



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Financial Status Report



- Referenced in the Grant Agreement Document Part IV, Special Conditions – Item 5A – Reports
- Use the ETA-9130 Form
- On line submittal
 - <http://www.eta-reports.doleta.gov>
- Due: NLT 45 days after the end of each quarter



Quarterly Progress Report



- Referenced in the Grant Agreement Document Part IV, Special Conditions - Item 5B - Reports
- Programmatic aspects of the grant
- On line submittal/Electronic version
 - <http://www.ebss.doleta.gov>
- Due: NLT 45 days after the end of each quarter

Quarterly Progress Report

- The Federally required reports should be submitted within the designated timeframe and consistent with data in the MIS.
- When two consecutive reporting quarters are accepted by the Region, the prior report is locked from amendments.



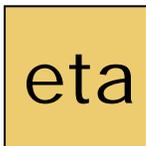
Quarterly Progress Report

- Grantees who receive federal funds are required to comply with this requirement.
- Submission procedures - reports are generally linked directly to ETA's Enterprise Business Support System.



QPRs

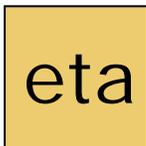
- 2 Parts – Community Based/High Growth Job Training Grants:
 - ✓ ETA 9134
 - ✓ Quarterly Narrative Progress Report



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QPRs

- 2 Parts – Faith and Community Based Report:
 - ✓ Faith-Based Status Report
 - ✓ Faith-Based Narrative Progress Report



QPRs

- 2 Parts - YouthBuild QPR Report:
 - ✓ ETA 9136
 - ✓ Quarterly Narrative Progress Report



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QPRs

- 2 Parts – Youth Offender:
 - ✓ Quantitative Data
 - ✓ Quarterly Narrative Progress Report



QPRs

- 1 Part Report:
 - Earmark Grants
 - NFJP
 - SCSEP
 - HG Youth Offender
 - WIRED





Quarterly Progress Report

- Each grantee must submit a QPR with performance data on participants who receive services from the grant.
- The purpose for collecting this information is for program oversight, evaluation, and assessment.



Quarterly Progress Report

- To comply with the reporting/record keeping requirements in the Paperwork Reduction Act, the QPR is necessary.
- The information reported should include performance data for the recent quarter, and cumulatively until the grant ends.



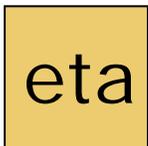
Contents of the Quarterly Report

- A. Grantee Identifying Information
- B. Customer Summary Information
- C. Participant Services and Activities
- D. Report Certification/Comments



Contents of the Quarterly Report

- Capacity Building
- Leveraged Resources
- Supplemental Data





Performance Measures

Common Measures

- Entered Employment
- Employment Retention
- Average Earnings
- Attainment of a degree or certificate
- Placement/Employment/Education
- Literacy and Numeracy Gains

Performance Measures Cont'd

- Common Measures TEGL

<http://wdr.doleta.gov/directives/attach/TEGL17-05.pdf>

- Other Measures for Discretionary Grantees

- Enrollment Rate

- Recidivism Rate

- Retention Rate

- Participation Rate

QPRs



- The grantees should have policies and procedures established for managing the discretionary grants.
- The grantee organization should maintain data collection and reporting systems that meet the performance reporting required by DOL.

Grants E-Management System (GEMS)

- GEMS is ETA's grants management system used by over 200 FPOs to manage almost 2,400 projects.
- The FPOs use the Web-based application to document grantee performance.



QPRs



- Performance reporting is a core grant management function; FPOs evaluate the QPRs during desk reviews:
 - Are project reports on time?
 - Are project reports reasonable/accurate?
 - Are project reports complete?
 - Based on the data – a GEMS rating is assigned to this component of the desk review.

GEMS Ratings

- **Yellow – Medium Risk**
- **Red – High Risk**
- **Green – Low Risk**



Final Grant Report

- Referenced in the Grant Agreement Document - Part IV, Special Conditions Item 5C - Reports
- Instructions for Closing out the Grant National Office Close-out Section
- Due: No later than 90 days after the grant expires





Promising Practices & Success Stories

- Promising Approaches and Lessons Learned for Best Practices
- Sharing Success Stories
- Other Positive Developments





Technical Assistance

- TA helps your program succeed
 - FPO Technical Assistance
 - Financial & Administrative Conferences
 - Roundtable Meetings
 - Partnership Meetings
 - Other: MIS Training, Webinars, etc.

General Reporting Information

- Match and Leveraged Resources
 - Cash or In-Kind.
 - Report on leveraged resources both quarterly and cumulatively.
 - List the organizations that contributed the resources.
 - Describe ways in which the resources added value to the program.



General Reporting Information

- Report Leveraged resources in the QPR
- Include one or two sentences summarizing Federal and non-Federal resources.
- List organizations involved with grant activities and their respective contributions.

Use a chart to record leveraged resources

- Example: The cumulative amount of leveraged resources is \$127,000 (\$95,000 Federal and \$32,300 non-federal).

Example of Reporting Leveraged Resources in the 9134 Report-Narrative

Contributor	Cumulative amount	What Was provided	How these funds were used during the Quarter ending September 30, 2008 <i>Note: This column should be updated each quarter.</i>
Jane Doe Workforce Development Council	\$95,000	In-kind such as staff time, Individual Training Accounts (ITAs), space contribution, etc.	Training activities, youth outreach / Manufacturing camp (transportation, supplies, instruction, and staff costs), tuition and training costs and related staff/overhead costs for Whatcom County residents for manufacturing occupation training.

Non-Federal

Contributor	Cumulative Amount	What was provided	How these funds were used during the Quarter ending September 30, 2008 <i>Note: This column should be updated each quarter.</i>
Center of Excellence	\$32,300	In-kind such as staff time, ITAs, space contribution, etc.	Center of Excellence (Process Technology) funds support industry relationships, building capacity and implementing best practices at other community & technical colleges throughout the state. Funds include the PTEC conference, High School seminar, Girls Get Technical camp.



General Reporting Information

- Status on Partnership Activities
 - How partners have been engaged during phases of the project.
 - Specific roles and contributions each partnership devoted to the project.
 - Challenges and resolutions in the development of partnerships.
 - New partners and collaborations



Return On Investment

- The U.S. Department of Labor is expecting a Return on the Investment.
- The performance data is ultimately reported to Congress to justify the funding for demonstration projects.



Questions



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